



# ***Manager's Report***

***For Council Meeting 4/10/01***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
AAA No VA	29 Sycolin Rd SE	Driving School
Axiom Staffing	300 Ft Evans Rd NE #102A	Temporary Staffing
Creative Taste of Leesburg	199 Meadows Lane NE	Concession Trailer
D J & S Cleaning Service	807F-201 Edwards Ferry Rd	Cleaning Services
Headcount	109 Stratford Pl SW	Placement Agency
Jackson, Eleanor V	85 Hancock Pl NE	Avon
Jan's Typing	125-C Clubhouse Dr SW #7	Word Processing
Oil Wizard, The	36-2 Ft Evans Rd NE #10	Oil Change & Lube
Old Fashioned Cleaning	715 S King St	Cleaning Services
Reemechan Associates	134 Burnell Pl SE	Consulting
R Solution Inc	1255 Barksdale Dr NE	Computer Service
Thompson, Robyn Ayn	344 Deerpath Ave SW	Speech Therapy

## **PERSONNEL**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

### **HIRES AND FIRES, March 22 through April 4, 2001**

#### **NEW HIRES:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Nicole Ard	Assistant to the Town Manager	Executive
Walter Fraley	Maintenance Worker I	Waste Water Treatment Plant
Brian Lloyd	Construction Inspector	Engineering and Public Works
David Waters	Custodian	Parks and Recreation

**RESIGNATIONS:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Jeanette Kettle	Administrative Secretary	Airport

**TERMINATIONS:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Matthew Castel	Utility Plant Operator	Water Treatment

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period March 20, 2001- March 30, 2001**

- Heritage High School
- Loudoun County Courts
- Potomac Station Section 8
- Meadow Glen Landscape Plan
- Potomac Crossing 2E, Deed
- Potomac Station Retail
- Airport Commerce Park
- 11, 15, & 17 Royal Street
- Tavistock Section 17
- Edwards Landing Phase 2A
- Stratford/Ryland Hope Parkway
- Georgetown Mews
- Stratford West Sanitary Sewer
- Potomac Crossing Section 9
- Stowers Section 3

**Plans reviewed during the period March 20, 2001- March 30, 2001**

- Royal Street Parking Lot
- Edwards Landing Battlefield Parkway
- Potomac Section 8C Final Plat
- Potomac Station Section 8A

- ZM-58 Richlynn Proffer Conditions
- Potomac Crossing Battlefield Parkway Frontage Improvements
- Battlefield Shopping Center Restaurant
- Stowers Section 2
- Greenway Farm Parcel A1-A2
- Sycolin Road Preliminary Plan
- Heritage High School
- Leesburg Shopping Plaza
- Potomac Crossing Battlefield Parkway Road Improvements
- Hampton Inn P/F Development Plan (Pending Acceptance)
- Greenway Farms BLA-Approved
- Meadow Glen at Leesburg, Landscape Plan

## **POLICE**

Captain Jeffrey VanGilder graduated from the Professional Executive Leadership School at the Management Institute, E. Clairborn Robins School of Business at the University of Richmond on March 22, 2001. The school was funded in part through a scholarship awarded through the Virginia Police Chief's Foundation. The school was an intensive, three-week liberal arts study of leadership offered to criminal justice and corporate executives.

## **UTILITIES**

### **Water Supply Division**

#### **Capital Projects Update**

#### **Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting mechanical and electrical operations
- Performing painting and special coating applications
- Temporary laboratory relocation is complete.
- Control system equipment calibrations are in progress.

#### **WTP Expansion Project Status**

Dollar value complete 91% Time Elapsed 117%

The contractor continues to be approximately 120 days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, damages are being withheld at a rate of \$1,000.00 per day.

#### Hospital Tank Pumping Station

Substantial completion was awarded on March 7, 2001. The station has continued to operate without incident. The police antennae was recently relocated, allowing the contractor to complete punch list work for final completion.

#### **Water Pollution Control Division**

##### **a. Capital Projects**

##### Biological Nutrient Removal Upgrade (BNR)

- The Recycle Equalization and GTO Systems have been placed in service and Substantial Completion for these systems has been granted to the Contractor.

##### Biosolids Management Upgrade (BMU)

- Construction efforts are primarily focused on completion of the masonry, roofing, electrical and structural trades, although some mechanical equipment installation has begun.

#### **Utility Lines Division**

##### **Training**

Rick Schooley & Hank Woodward attended trenchless tech. seminar in Charlottesville. John Creamer, Max Mellott, Doug Anderson & Mike Nolan attended VA Rural Water Conference at Roanoke.

**PERSONNEL VACANCIES****Town of Leesburg**  
Positions as of April 4, 2001

Department		Position Title	Date of Vacancy	Ad Placed	App. Received	Prelim Interview	Final Interview	Offered	Rejected	Accepted
Executive	1	Management Intern	07/01/01	✓	✓	✓	✓			
Econ Development	1	Administrative Secretary	03/09/01	✓	✓					
Eng & PW	1	Asst Bldgs Supt	01/24/01	✓	✓					
	1	Engineer I - Spec Proj	01/24/01	✓	✓					
	1	Engineer I - Traffic	01/24/01	✓	✓					
	1	Construction Inspector	02/09/01	✓	✓	✓	✓			
	1	Maintenance Worker I	02/16/01	✓	✓	✓	✓	✓		
Planning & Zoning	1	Zoning Inspector	01/24/01	✓	✓					
	1	Secretary	03/26/01	✓	✓					
Utility Lines	1	Construction Inspector	01/24/01	✓	✓					
Airport	1	Director	01/10/01	✓	✓	✓	✓	✓		
<b>GRAND TOTAL</b>	<b>11</b>									

R. S. Noe